



JOB DESCRIPTION

Position Title: **Assistant Fire Chief**

Working Area: **EMS/Fire/Rescue**

Class Code: 3023

Exempt

EEO Code: 01

Effective Date: August 29, 2002

Major Function

Administrative and technical work in the management and direction of EMS, fire, rescue, and emergency management personnel. Incumbent may be required to take an active command of emergency operations and is assigned to supervise a shift or specific function of the division. Position may be reassigned to meet the operational needs of the department.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Actively participates as shift commander in planning the EMS/Fire/Rescue Division's operations with respect to equipment, fire apparatus and manpower. Conducts manpower/staffing utilization analysis and recommends effective utilization policies and procedures in conjunction with the budgetary process. Evaluates the need for and recommends the purchase of equipment, fire apparatus, and operating supplies in conjunction with budget preparation.

When assigned shift command responsibilities, responds to fire, rescue, emergency medical alarms, and may direct the activities at scenes of structural and other major fire-related emergencies, medical emergencies, serious trauma situations, disasters, and rescue related emergencies. Coordinates emergency activities with other agencies in first response or mutual aid situations.

Initiates and effectively recommends to Chief Fire Administrator, for final approval by the department director, hiring, termination, performance evaluation, disciplinary and/or commendatory actions for assigned personnel.

Performs a variety of statistical analysis and makes recommendations for improved performance and efficiency. Provides expertise in the development of departmental policies and procedures in assigned areas of responsibility.

Performs other duties as assigned or as may be necessary, but not limited to reassignment or rotation or shifts or responsibilities.



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*******Minimum Qualifications**

Though knowledge and skill in the application of the principles and practices of rescue, emergency medical services and fire fighting, including equipment, apparatus, and personnel utilization. Considerable knowledge of the geography of Seminole County, including principal and potential fire hazards.

Considerable ability to plan, evaluates, assign, and coordinate activities performed by the EMS/Fire/Rescue Division. Ability to effectively command in an emergency situation. Ability to effectively manage assigned personnel and resources. Ability to communicate effectively both orally and in writing.

Associates Degree in Fire Science and ten (10) years experience in fire suppression and rescue operations, three (3) years of which must have been in a responsible supervisory capacity comparable to the rank of Battalion Chief. Completion of requirements for a Bachelor's Degree in a related field is preferred.

Extensive previous responsibility and experience in the Fire Service may be substituted for the formal education requirements.

Must meet all Florida State Firefighter Standards Council Rules and regulations for command chief officers.

Must possess a Certificate of Compliance from an approved State of Florida minimum standards fire fighting course.

Must have completed an Emergency Medical Technician I certificate program.

New hires must have abstained from the use of tobacco products for twelve months prior to application with Seminole County (Florida Statute Section (633.34).

Must be in good health and maintain good physical condition.

Must possess and maintain a valid Florida Class "D" Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

Incumbents in this classification perform a combination of administrative and field duties including being exposed to hazards resulting from fire, electrical problems, extreme weather, toxic chemicals, and hazards associated with rescue operations.

Incumbents in this classification are required to wear protective clothing and observe strict safety precautions and procedures.

